



**Department of Energy**  
Washington, DC 20585

**AUG 22 2019**

Sai  
MuckRock News  
DEPT MR 78483  
411A Highland Ave.  
Somerville, MA 02144

Via email: 78483-09211445@requests.muckrock.com

Re: HQ-2019-01264-F

Dear Mr. Sai:

This is an interim response to the request for information that you sent to the Department of Energy (DOE) under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. You requested:

A. Chief FOIA Officers' desktops

1. for the component's
  - a) Chief FOIA Officer,
  - b) Chief Privacy Officer, and
  - c) any substantially equivalent component official

("Officer"):

2. the entire content of
  - a) the Officer's physical desktops, i.e. everything on the actual desk(s) where they work

I) including all other office surfaces, e.g. cabinets, tables, in/out boxes, shelves, etc in the Officer's office(s)

II) excluding:

- i) computers (including desktop, laptop, and phone);
- ii) USB drives;
- iii) generic office supplies, i.e. any item that could be purchased off the shelf at a store such as Office Depot in identical form by a member of the general public;
- iv) tear-off daily flip calendars;
- v) purely personal capacity items;
- vi) keys;
- vii) anything within a fully enclosed hard sided container (e.g. exclude the contents of a desk / cabinet drawer, lockbox, or picture frame — but



envelopes laying on a desk [and their contents], items in open-ended organizers, etc are not excluded);  
viii) books or hard-bound booklets, except for the front and back covers; and  
ix) CDs or DVDs, except for the label (i.e. what is captured when you place the disc on a flatbed scanner); and

III) formatted as 600 DPI color scans to PDF, one PDF per item (named logically based on the item), run through Adobe Acrobat Pro's "enhance scanned PDF" tool with the settings:

- \* recognize text on
- \* all pages
- \* apply adaptive compression: grayscale JPEG2000, monochrome JBIG2 (lossless), maximum quality
- \* output: searchable image, document language set to the document's actual language
- \* filters: deskew on, background removal off, descreen off, text sharpening off;

and

b.) the Officer's computer desktop(s), i.e. the "desktop folder" of their account on every computer that they use in official capacity

D) in the exact original file format as stored on the computer, encapsulated into a .ZIP or .TAR.GZ archive set to preserve all metadata and folder structure;

3. as the above exist at the time anyone in the component first learns of this request.

(I.e., no clearing out the desk before searching it. You may of course continue to use the office normally, but this request creates a hold for its exact content at that one snapshot in time.)

4. For hold preservation validation purposes, please take and provide digital photos of the Officer's entire office, showing all items in plain view at the time this request was received.

B. all records relating to the fulfillment of this request, such as FOIA logs, documentation of searches, referral emails, etc.

C. all records relating to any complaint(s), FOIA request(s)/appeal(s), and/or Privacy Act request(s)/appeal(s) made by me. This includes, but is not limited to:

1. all records relating to the processing my previous requests, complaints, etc;
2. all records containing the terms my name, email address(es), and other contact or identifying information, listed below my signature; and
3. all records containing any of my complaint, request or appeal identifiers.

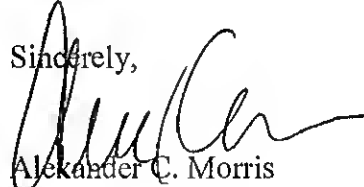
For purposes of assessment of any fees, you have been categorized under the DOE regulation that implements the FOIA at Title 10, Code of Federal Regulations (CFR), Section 1004.9(b)(4), as an "other" requestor. In this category, you are entitled to two free hours of search time and 100 free pages. At this time, it has not yet been determined if fees will exceed \$15.00, the minimum amount at which DOE assesses fees. As you requested in your letter, you will be notified for a fee agreement if your fees will exceed \$15.00.

You may contact DOE's FOIA Public Liaison, Alexander Morris, FOIA Officer, Office of Public Information at 202-586-5955, or by mail at MA-46/Forrestal Building, 1000 Independence Avenue, S.W., Washington, D.C. 20585, for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

Please refer to the above referenced number in any communications with DOE about the request. If you have any questions about the processing of your request or this letter, you may contact Ms. Anjelica Ruda of my office at MA-46/Forrestal building, 1000 Independence Avenue, S.W., Washington, D.C. 20585, or at 202-287-6745.

I appreciate the opportunity to assist you with this matter.

Sincerely,



Alexander C. Morris  
FOIA Officer  
Office of Public Information